


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT STAFF INSPECTIONS	POLICY NUMBER 9.02
		ISSUE DATE 02/01/96
	APPLICABLE CALEA STANDARDS 53.2.1	REVISION DATE 07/01/07
		TOTAL PAGES 5

9.02.01 PURPOSE

To outline responsibilities, authority, policies, and procedures relating to staff inspections.

9.02.02 AUTHORITY

Section 321.02, Florida Statutes.

9.02.03 POLICY

It is the policy of the Florida Highway Patrol to ensure that resources are being utilized effectively, efficiently, and economically to achieve established goals and objectives. Moreover, it is the policy of the Florida Highway Patrol to ensure that personnel are adhering to established policies, directives, and procedures.

9.02.04 DEFINITIONS

- A. **STAFF INSPECTION** - An announced scheduled inspection conducted by personnel from the Office of Inspections of persons, equipment, facilities, programs or other elements that focus on the overall operation of the component being inspected. The inspection also addresses compliance with Florida Statutes, DHSMV and FHP policies, and CALEA Standards.
- B. **FOLLOW-UP INSPECTION** - An announced inspection to review and evaluate those items which were identified during a previous staff or special inspection as requiring attention or corrective action.
- C. **SPECIAL INSPECTION** - An announced or unannounced inspection to review and evaluate administrative and/or operational matters specifically identified by the Director.
- D. **CHIEF OF INSPECTIONS** - An administrator appointed by the Executive Director of DHSMV upon recommendation of the FHP Division Director. The Chief of Inspections reports to the FHP Deputy Director of Law Enforcement Support Services and is responsible for a statewide program of staff inspections and management reviews.

- E. INSPECTOR - Any employee specifically assigned to conduct or assist in conducting a staff inspection or management review. Inspectors will be selected by the Director and shall not have worked in the component to be inspected within the past six months preceding the inspection/review.
- F. INSPECTOR-IN-CHARGE - An Inspector who is designated to supervise a specific staff inspection or management review.

9.02.05 OBJECTIVES

- A. Provide a mechanism for evaluating the quality of the Patrol's operations, ensuring that its goals and objectives are being pursued, identifying the need for additional resources, and ensuring that control continuity is maintained throughout the Patrol.
- B. Assist all levels of management in the effective discharge of their responsibilities by furnishing them with timely analysis, appraisals, recommendations, and pertinent information.
- C. To evaluate all facets of the Patrol's operations to determine their compliance with programs, directives, procedures, policies, and accreditation standards.
- D. To ensure uniformity of procedures throughout the Patrol and to recognize those procedures deserving of consideration for possible Division-wide implementation.
- E. To identify members and employees who should be recognized for noteworthy accomplishments and, at the same time, identifying those who are not contributing to the goals of the Division.
- F. Staff inspections will be conducted within all organizational components on a three-year cycle.

9.02.06 RESPONSIBILITIES

- A. The Chief of Inspections will:
 - 1. Ensure staff inspections of all organizational components are conducted in a professional, timely, independent, fair, and unbiased manner.
 - a. Staff inspections will be complete and comprehensive.
 - b. Inspectors assigned to and/or assisting in staff inspections will conduct the inspection under the direction of, and be responsible to, the Chief of Inspections.

- c. Personnel assigned to the Office of Inspections shall maintain adequate security of inspection reports, working papers, and other documents relating to inspections. Security also applies to the potential oral dissemination of inspection data to inappropriate recipients. Inspectors will be held accountable for the confidentiality and security of information they possess.
 - 2. Submit written reports containing evaluations of such inspections and appropriate recommendations.
 - 3. Develop and maintain a Staff Inspection Policy and Procedures Guide to be used by inspectors in conducting staff inspections.
 - 4. Identify and obtain resources to develop training for the inspection staff.
- B. Employees will cooperate with inspectors conducting inspections or other reviews authorized by the Director.

9.02.07 PROCEDURES

A. STAFF INSPECTIONS WILL:

- 1. Be conducted in a complete, thorough, and impartial manner.
- 2. Evaluate the administrative and operational efficiency of the component being inspected.
- 3. Assist in developing and monitoring procedures to include, but not limited to, matters of common interest and uniformity in law enforcement, administrative, and operational procedures.
- 4. Identify exemplary policies, procedures, and techniques being used by one component of the Patrol which could be applied to the entire agency.
- 5. Identify weaknesses and recommend corrective measures to provide operational and administrative guidance.
- 6. Anticipate future needs.

B. CONDUCTING INSPECTIONS

Inspections are performed in order of priority based upon assignment by the Director and an ongoing inspection plan.

1. A memorandum (engagement) will be sent from the Director to the commanding officer of the component to be inspected and will include the name of the Inspector-In-Charge for the inspection/review and the starting date and approximate time period to be spent within the troop/component.
2. An entrance conference will be held on the starting date of the staff inspection field work to include the commander/supervisor of the affected component and the inspection staff. The purpose, scope, procedures to be followed, and reporting practices will be discussed at this meeting. Emphasis is placed on the practice of reviewing recommendations and findings with the supervisor prior to the issuance of a final report.
3. Troop reviews will focus on the following items/areas:
 - a. Crash Records and Cash Receipts
 - b. Employee Training Records
 - c. Evidence/Property Room Administration
 - d. Secondary Employment Policy Compliance
 - e. Agency Property Accountability/Inventory Control
 - f. Purchasing and Procurement Compliance
 - g. Regional Communications Center
4. The inspection/review of other organizational components (i.e., Special Operations Command, Law Enforcement Support Services Command, etc.) will focus on specific areas of these commands as approved by the FHP Division Director.
5. The inspection field work will be performed by or at the directions of the inspection staff supervised by an Inspector-In-Charge. If special circumstances prevail during an inspection that may warrant the inspection/review of an additional area(s) of concern not initially outlined in the memorandum of engagement, the Chief of Inspections will confer with the Director. The Director will make the final decision and will promptly notify the commanding officer and Deputy Director of the component being inspected whenever such a deviation takes place in the original inspection plan.
6. An exit briefing will be held at the conclusion of the inspection field work with the commander/supervisor of the inspected component to discuss the tentative findings.

7. At the conclusion of the field work, the inspectors will prepare a written report that identifies deficiencies; make recommendations for their improvement and/or correction, as well as identifying positive aspects of the area being inspected. Generally, this report will be forwarded to the Director within 30 days after the conclusion of the field work.
8. The Director will forward the final report to the commanding officer of the inspected component. The transmittal letter from the Director will include a specified date for a response and a follow-up inspection if necessary. Generally, the inspected components will be given 90 days to complete their response upon receipt of the transmittal letter, unless otherwise stipulated in writing by the Director.